

Sample ACTION PLAN Format

Grant Category/ Outcome*/Action Steps	Timeline	As measured by Indicator**:	Responsible Party
<p>Grant Category: Council Development (see page 1 and 2 for other categories)</p> <p>Outcome: To identify and recruit at least (5) new members to the Step Ahead Council for better representation of the community.</p> <p>Action Steps: 1. Identify stakeholders from the community who are not involved in the Step Ahead Process. 2. Send invitations to local community residents to request their input in the local planning process. 3. Follow up invitations with phone calls to all stakeholders.</p>	<p>Complete by 6/30/04.</p> <p>Complete action step #1 by 7/30/03.</p> <p>Complete action step #2 by 9/30/03.</p> <p>Complete action step #3 by 10/15/03.</p>	<p>Increased Council membership and participation as identified by the minutes and enhanced action plan.</p>	

*Outcomes tell "what happened" as a result of using resources and activities to **improve the lives of people** or the conditions in which they live.

Outcomes are measured by **indicators that provide **evidence** of the degree to which an outcome has been achieved.

ACTION PLAN Format

[illegible]

